

# ***ALL EMPLOYEES STAND UP TALK***

## **In-Service Maintenance Laborer Custodial Positions**

**April 1, 2022 – April 30, 2022**

### ***Annual Laborer/Custodial In-service Register Opportunity***

As part of the Postal Service's ongoing effort to support our ability to fill vacant authorized Laborer Custodial positions in the New York 3 District, we are offering career APWU, NALC and NPMHU employees the opportunity to submit their request(s) for consideration for offices that have authorized laborer custodial positions.

Establishing an In-Service Register for each office does not necessarily mean there are positions available currently. Creating installation registers will provide the New York 3 District with a current roster of interested applicants for future vacancies. For each Postal facility In-service Laborer Custodial register that you choose to be included on, you will be ranked on that register according to the pecking order listed in the APWU/USPS JCIM 2020, Article 38.

Career APWU, NALC and NPMHU Postal employees must complete the Applicant Data Collection Sheet for Maintenance, Laborer Custodial Vacancies and scan and email to [ny3\\_f3b\\_lc@usps.gov](mailto:ny3_f3b_lc@usps.gov) by the close date of **April 30, 2022**.

**All pages must be completely and clearly filled out.**

**INCOMPLETE FORMS WILL NOT BE  
ACCEPTED.**

The Laborer Custodial 916 examination is currently suspended for Career employees and *will not be a requirement for this process.*

TO: ALL APWU, NALC and NPMHU CAREER CRAFT EMPLOYEES ONLY (RURALS INELIGIBLE)

RE: NEW YOK 3 DISTRICT MAINTENANCE, LABORER CUSTODIAL VACANCIES 2022

**APPLICANT DATA COLLECTION SHEET**

Authorization has been given to establish an In-Service Register for all New York 3 District facilities with authorized Laborer Custodial staffing. All interested career craft employees are invited to submit this Data Sheet for consideration for the office(s) of their choice.

Please clearly print the information requested. Incomplete Applicant Data Collection Sheets will not be considered.

Opening Date: April 1, 2022

Closing Date: April 30, 2022

Last Name

First Name

MI

Employee ID Number

(Example: EIN 01122334)

Current Employing Facility

Current Employing Craft

Employee Mailing Address

Seniority Date

City

State

ZIP Code

Please select  the office(s) you would like to be considered for Laborer Custodial vacancies:

ALBANY	CARMEL	FAIRPORT
ALBION	CHAPPAQUA	FAYETTEVILLE
AMSTERDAM	CLAY	FREDONIA
AUBURN	CLIFTON PARK	FULTON
BALDWINSVILLE	CORNING	GENEVA
BATAVIA	CORTLAND	GLENS FALLS
BINGHAMTON	DANSVILLE	GLOVERSVILLE
BLACK RIVER	DUNKIRK	GOSHEN
BREWERTON	EAST AURORA	GOWANDA
BREWSTER	ELLCOTTVILLE	GRANS ISLAND
BUFFALO	ELMIRA	HAMBURG
CANANDAIGUA	ENDICOTT	HENRIETTA

TO: ALL APWU, NALC and NPMHU CAREER CRAFT EMPLOYEES ONLY (RURALS INELIGIBLE)

APPLICANT DATA COLLECTION SHEET

Opening Date: April 1, 2022

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Last Name

First Name

MI

Employee ID Number

(Example: EIN 01122334)

Please select  the office(s) you would like to be considered for Laborer Custodial vacancies:

HOPEWELL JUNCTION	MONROE	OSWEGO
HORNELL	MONSEY	PEEKSKILL
HORSEHEADS	MOUNT KISCO	PENFIELD
ITHACA	MOUNT VERNON (INC WESTCHESTER P&DC)	PITTSFORD
JAMESTOWN	NEW CITY	PLATTSBURGH
JOHNSON CITY	NEW PALTZ	PORT CHESTER
JOHNSTOWN	NEW ROCHELLE	POTSDAM
KINGSTON	NEWARK	POUGHKEEPSIE
LAKE GEORGE	NEWBURGH	ROCHESTER
LANCASTER	NIAGARA FALLS	ROME
LATHAM	NORTH CHILI	SALAMANCA
LITTLE FALLS	NORTH TONAWANDA	SARANAC LAKE
LIVERPOOL	NORTHWEST ROCHESTER	SARATOGA SPRINGS
LOCKPORT	NORWICH	SCARSDALE
LYONS	OGDENSBURG	SCHENECTADY
MALONE	OLEAN	SENECA FALLS
MIDDLEPORT	ONEIDA	SKANEATELES
MIDDLETOWN	ONEONTA	SPENCERPORT
MID-HUDSON P&DC	ORCHARD PARK	SPRINGVILLE

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APPLICANT DATA COLLECTION SHEET

Opening Date: April 1, 2022

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Last Name

First Name

MI

Employee ID Number

(Example: EIN 01122334)

Please select  the office(s) you would like to be considered for Laborer Custodial vacancies:

<input type="checkbox"/>	SYRACUSE	<input type="checkbox"/>	VICTOR	<input type="checkbox"/>	WEBSTER
<input type="checkbox"/>	TONAWANDA	<input type="checkbox"/>	WARSAW	<input type="checkbox"/>	WELLSVILLE
<input type="checkbox"/>	TROY	<input type="checkbox"/>	WATERTOWN	<input type="checkbox"/>	WHITE PLAINS
<input type="checkbox"/>	UTICA	<input type="checkbox"/>	WATERVLIET	<input type="checkbox"/>	YONKERS
<input type="checkbox"/>	VESTAL	<input type="checkbox"/>	WATKINS GLEN	<input type="checkbox"/>	YORKTOWN

PROCESS FOR CONSIDERATION AS AN APPLICANT:

1. You must be a current career APWU, NALC or NPMHU New York 3 District employee
2. Complete this Applicant Data Collection Sheet (complete & return all 3 pages)
3. Submit by the closing date on this announcement to the address below
4. Vacancies will be filled according to the APWU/USPS JCIM

**SCAN and EMAIL to [ny3\\_f3b\\_lc@usps.gov](mailto:ny3_f3b_lc@usps.gov)**

Application for ePAS (Postal Assessment System)

EMPLOYEE REQUEST FOR IN-SERVICE EXAMINATION: THE FOLLOWING  
INFORMATION IS NEEDED:

**APPLICANT DATA COLLECTION SHEET FOR  
IN-SERVICE EXAMINATION REQUESTS**

**PLEASE ENTER ALL REQUESTED INFORMATION  
LEGIBLY.**

EXAMINATION NUMBER: 955

EMPLOYEE ID NUMBER (EIN): \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE INITIAL: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAILADDRESS: \_\_\_\_\_

**Note that ALL communications are done via email; Please make sure you  
print your email address legibly, preferably a personal email address.**

EMPLOYEE'S PHYSICAL ADDRESS:

ADDRESS 1: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

**PLEASE SCAN AND EMAIL PAGES 1 AND 2 TO ny3 f3b 955@usps.gov**

Please check which installations and positions you are interested in below.

	AMT	BEM	ET	MM	MPE
ALBANY NY P&DC					
BINGHAMTON PO					
BUFFALO NY P&DC					
MID-HUDSON NY P&DC					
NORTHWEST ROCHESTER					
ROCHESTER NY P&DC					
SYRACUSE NY P&DC					
UTICA PO					
WESTCHESTER NY P&DC					

EMPLOYEE ID NUMBER (EIN): \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

Please note: employees that receive an eligible register score (exam/interview eligibility rating) and are placed on in-service registers must submit a written request to the RMSS coordinator during the month of March in each consecutive year starting in 2023 to remain on the register.

**PLEASE SCAN AND EMAIL PAGES 1 AND 2 TO ny3 f3b 955@usps.gov**

## In Service RMSS Request Procedure

To begin the RMSS Process, complete the attached RMSS Employee Maintenance Position Selection Form EMPS Application. The **FULLY COMPLETED** form should be sent to the HR RMSS Coordinator by the due date on the EMPS sheet. The process will include the required exam at an off-site facility and any necessary MSS Structured Interview review panels. Please be sure to include the following information on the EMPS Application Form:

- Full Name (as shown on pay stub)
- Home address (to determine testing location)
- Email Address (this is the only way that you will be contacted)
- Job Title/Work Location (Installation)
- Home Telephone number
- 8-digit Employee Identification Number (EIN)
- Signature/Date

Once received, the HR RMSS Coordinator will use the completed form to enter your information into the ePostal Assessment System (ePAS) to begin the process. **After a properly completed application is received and the HR MSS Coordinator has input the information**, you will receive an email notification from ePAS that will ask you to log onto a computer and create your account. If you do not provide an email address on your EMPS application sheet, an exam proxy (HR RMSS Coordinator) will assist you in creating your account at a determined time and location. To create your account, go to <https://uspscandidate.psonline.com/createaccount.jsp> and follow the prompts.

Please note, Candidates who may have previously had accounts on the former legacy OASYS testing platform will be required to register for a new account on the PSI ePostal assessment system as shown above.

Once you have created your account, you will be able to immediately log into ePAS at <https://uspscandidate.psonline.com/createaccount.jsp>. Click on a hyperlinked activity that is displayed as pending (start with the first one, "About You"). Once your account is created, you will have 14-days to schedule and complete the proctored examination 955 at an off-site test center.

Notice is sent to you by email when your exam scores are available for viewing in ePAS. For employees that do not have an email address, the exam proxy must assist you with account creation and other assessment set up processes.